

**Message: Re: website****✉ Re: website**

**From** Koerner-Bean, Connie      **Date** Thursday, February 9, 2017 7:03 PM  
**To** Kraft, Emily  
**Cc**  
**Journal** emily.kraft@oa.mo.gov  
**Recipients**

Case managers do their own data entry and I oversee it. How do I go about getting a higher oversite level?

On Thu, Feb 9, 2017 at 4:12 PM Kraft, Emily <[Emily.Kraft@oa.mo.gov](mailto:Emily.Kraft@oa.mo.gov)> wrote:  
It looks like you were set up with employee-level access. At the employee level, you are only able to see clients assigned to you, and it appears that you do not have any assigned to you at this time.

As program manager, do you do all the data entry for your case managers or do they do their own data entry?

From: Connie Koerner-Bean [mailto:[ckbean@ccsomo.org](mailto:ckbean@ccsomo.org)]  
Sent: Thursday, February 09, 2017 4:07 PM  
To: Kraft, Emily  
Subject: Re: website

[Inline image 1]  
When I hit "Select" I get the word "select" and no clients.

Connie Koerner-Bean, RN, LMSW  
Regional Supervisor  
Catholic Charities of Southern Missouri  
937 Broadway, Suite 304  
Cape Girardeau, MO 63701  
PH: (573) 335-0134  
FAX: (573) 335-0343  
[www.ccsomo.org](http://www.ccsomo.org)<<http://www.ccsomo.org>>

Confidentiality Notice: This electronic communication is from Catholic Charities of Southern Missouri and is only intended for its addressee. This communication may contain information that is privileged, confidential or otherwise protected from disclosure by law and/or by Catholic Charities of Southern Missouri policy. If you are not the intended recipient, or the employee or agency responsible for delivering this information to its recipient, do not copy, circulate, forward or otherwise disclose this document. If you have received this message in error, please notify the sender immediately by return email.

On Thu, Feb 9, 2017 at 3:35 PM, Kraft, Emily <[Emily.Kraft@oa.mo.gov](mailto:Emily.Kraft@oa.mo.gov)> wrote:

Hi Connie – Can you show me screenshots of what you're doing/seeing?

From: Connie Koerner-Bean [mailto:[ckbean@ccsomo.org](mailto:ckbean@ccsomo.org)<[ckbean@ccsomo.org](mailto:ckbean@ccsomo.org)>]

Sent: Thursday, February 09, 2017 3:33 PM  
To: Kraft, Emily  
Subject: website

Hi again, Emily, I am in the new website and cannot see any clients or reports. I am the Program Manager for A2A and I think I should be able to pull up those we currently have enrolled. Can you help me with this?

Connie Koerner-Bean, RN, LMSW  
Regional Supervisor  
Catholic Charities of Southern Missouri  
937 Broadway, Suite 304  
Cape Girardeau, MO 63701  
PH: (573) 335-0134  
FAX: (573) 335-0343  
[www.ccsomo.org](http://www.ccsomo.org) <<http://www.ccsomo.org>> <<http://www.ccsomo.org>>

Confidentiality Notice: This electronic communication is from Catholic Charities of Southern Missouri and is only intended for its addressee. This communication may contain information that is privileged, confidential or otherwise protected from disclosure by law and/or by Catholic Charities of Southern Missouri policy. If you are not the intended recipient, or the employee or agency responsible for delivering this information to its recipient, do not copy, circulate, forward or otherwise disclose this document. If you have received this message in error, please notify the sender immediately by return email.

--

**Connie Koerner-Bean, RN, LMSW**  
Regional Supervisor  
Catholic Charities of Southern Missouri  
937 Broadway, Suite 304  
Cape Girardeau, MO 63701  
PH: (573) 335-0134  
FAX: (573) 335-0343  
[www.ccsomo.org](http://www.ccsomo.org)

Confidentiality Notice: This electronic communication is from Catholic Charities of Southern Missouri and is only intended for its addressee. This communication may contain information that is privileged, confidential or otherwise protected from disclosure by law and/or by Catholic Charities of Southern Missouri policy. If you are not the intended recipient, or the employee or agency responsible for delivering this information to its recipient, do not copy, circulate, forward or otherwise disclose this document. If you have received this message in error, please notify the sender immediately by return email.